

Formal Complaint Against Harassment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding harassment I have experienced while working at [Company's Name]. The incidents occurred on [dates of incidents] and involved [briefly describe the nature of the harassment, including names and positions of those involved if applicable].

This behavior has created a hostile work environment and has affected both my personal well-being and my professional performance. I believe it is essential for our organization to uphold a workplace free from harassment, and I request that this matter be investigated promptly.

I am hopeful for a resolution to this issue and look forward to your prompt action. I appreciate your attention to this serious matter.

Sincerely,
[Your Name]